



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### PREVENTATIVE MAINTENANCE PROGRAM

**Effective Date:** June 6, 2003

**Policy #:** SPS-01

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**I. PURPOSE:** To provide for early detection of potential maintenance problems as well as proper care and routine maintenance of all equipment in possession of Montana State Hospital.

**II. POLICY:**

A. Montana State Hospital will implement a comprehensive preventative maintenance program designed to :

1. Increase useful life of buildings and equipment;
2. Ensure safety of personnel and patients using facilities;
3. Prevent costly emergency repairs;
4. Prevent inconvenience and expense due to unscheduled down time of facilities.

**III. DEFINITIONS:**

A. Preventative maintenance – the establishment and implementation of various diagnostic procedures and measures to predict and deter breakdowns before they occur.

**IV. RESPONSIBILITIES:**

- A. Facility Maintenance Supervisor will be responsible for the development and implementation of the preventative maintenance program.
- B. All employees are responsible for notifying their maintenance department when maintenance is required on equipment.

**V. PROCEDURE:**

- A. An automated program will be maintained in the Maintenance Office to provide a schedule for servicing equipment needing regularly scheduled maintenance work. The list will include a description of the equipment, location, type of service due, date of last service, designation of craftsman required, and a place to sign off indicating the date work was completed. This list will be used to generate maintenance orders. The completed work orders will be filed within the system to record work completed.

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- VI. REFERENCES:** Hospital Licensure Standards
- VII. COLLABORATED WITH:** Facility Maintenance Supervisor
- VIII. RESCISSIONS:** #SPS-01, *Preventative Maintenance Program* dated February 14, 2000; HOPP #SS-01-96-R, *Preventative Maintenance*, dated November 15, 1996
- IX. DISTRIBUTION:** All hospital policy manuals.
- X. REVIEW AND REISSUE DATE:** June 2006
- XI. FOLLOW-UP RESPONSIBILITY:** Facility Maintenance Supervisor
- XII. ATTACHMENTS:** None

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Woody Casey Date  
Facility Maintenance Supervisor